SEMIRAN ON INTRODUCTION TO TEACHING AND THE CLASSROOM AT THE UNIVERSITY OF WYOMING

The goal of this seminar is to build good habits early that allow both a high level of teaching effectiveness and sufficient time to accomplish other job functions.

All presentations in EN1062

**Thursday, August 27, 2015**

1:30 Introduction - Dean Michael Pishko, 30 minutes with 15 minutes for question and answers.
   a. Research and teaching priorities
   b. Time management and expectations for student interaction outside of class (Office hours vs. open door approach)
   c. Job description and its use
   d. Tenure and promotion
   e. All attendees and presenters introduce themselves with some background information

2:15 Preparing for the classroom – Jerry Hamann and Cam Wright – 45 min
   Syllabi boiler plate and university regulations (evening exams, last week of semester, work during finals week, dishonesty, etc.) Sample syllabi will be provided, create links to relevant websites

3:00 Available resources – Jerry Hamann and Cam Wright - 20 min
   a. Introduction to the ECTL, review of topics/seminars scheduled for the fall semester, discussion of “required” topics and activities
   b. ESIG labs and software – Cheryl Hilman – 5 min
   c. Center for Student Services – Steve Barrett – 5 min
   d. Web site support
   e. WyoWeb
   f. Departmental resources

3:20 BREAK 10 min

3:30 What to do on the first day - Jerry Hamann and Cam Wright – 20 min
   Set the tone for interaction with the class; why you do what you do.
   Overview of prerequisite skills and expectations

3:50 Discussion of the types of assignments - Jerry Hamann and Cam Wright - 20 min
HW, reports, projects, exam, etc. along with advantages and disadvantages of each – creating a tie between Bloom’s Taxonomy and learning styles.

4:10 Examples of detailed course objectives - Jerry Hamann and Cam Wright - 20 min

4:30 Grading expectations, management of graders, neatness standards and instruments used for teaching evaluations (review the format and example results and uses of teaching evaluations) Jerry Hamann and Cam Wright - 15 min

5:00 IT classroom technology orientation, Cheryl Hilman, EN1055

**Friday, August 28, 2015**

8:30 Continental breakfast

9:00 Introduction to Bloom’s Taxonomy - Steve Barrett, 30 min
   Educational objectives and outcomes

9:30 Educational structure of college and curriculum – Steve Barrett - 30 min
   a. ES program
   b. Departmental programs
   d. Advising (pointer to brownbag or workshop)

10:00 Academic Dishonesty – Steve Barrett – 20 minutes

10:30 Myers-Briggs learning styles – Thom Edgar, 50 min
   Strategies to achieve learning objectives
### USEFUL WEBSITES

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>WEB SITE</th>
<th>CONTENT</th>
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<tbody>
<tr>
<td>Academic affairs</td>
<td><a href="http://www.uwyo.edu/acadaffairs">www.uwyo.edu/acadaffairs</a></td>
<td>Academic affairs links to Assessment of student learning</td>
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<td>Academic Plan</td>
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<td>Handbook for Faculty and lecturers</td>
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<td>Policy related Documents</td>
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<tr>
<td>Ellbogen Center for Teaching and Learning ECTL</td>
<td><a href="http://www.uwyo.edu/ctl">www.uwyo.edu/ctl</a></td>
<td>Current seminars and programs on teaching and learning</td>
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<tr>
<td>Engineering College Home page</td>
<td><a href="http://www.uwyo.edu/ceas/">http://www.uwyo.edu/ceas/</a></td>
<td>Access to college and departmental web pages</td>
</tr>
<tr>
<td>Human resources</td>
<td><a href="http://www.uwyo.edu/hr">www.uwyo.edu/hr</a></td>
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<tr>
<td>Information technology</td>
<td><a href="http://www.uwyo.edu/infotech">www.uwyo.edu/infotech</a></td>
<td>Information on computers, computer purchases phones</td>
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<tr>
<td>Research Office</td>
<td><a href="http://www.uwyo.edu/research">www.uwyo.edu/research</a></td>
<td>Contains information on overhead rates and proposal preparation</td>
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<tr>
<td>University Regulations (UW Regs)</td>
<td><a href="http://www.uwyo.edu/generalcounsel/Current-UW-Regulations-and-Presidential-Directives/">http://www.uwyo.edu/generalcounsel/Current-UW-Regulations-and-Presidential-Directives/</a></td>
<td>These are the rules of the University of Wyoming. Of special importance is UniREG 803 on promotion and tenure and 802 on academic honesty</td>
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<tr>
<td>University Studies Program</td>
<td><a href="http://www.uwyo.edu/unst">www.uwyo.edu/unst</a></td>
<td>Contains information on the general education requirements of the university.</td>
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<tr>
<td>UW Libraries</td>
<td><a href="http://www-lib.uwyo.edu/">http://www-lib.uwyo.edu/</a></td>
<td>Contains the access point for searches of the library catalog and on-line journals and search engines.</td>
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<tr>
<td>Safety/Environmental Health and Safety</td>
<td><a href="http://www.uwyo.edu/ehs/">www.uwyo.edu/ehs/</a></td>
<td>Rules for handling and disposal of chemicals and other safety issues.</td>
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### TOPICS FOR BROWN BAG LUNCHES (draft)

1. Information management, organization and midterm grading
2. Advising: Intro to Advising within the College, Resources at Deans Office as Well as Departments
3. Video capture class and consult with director of ECTL (or others) This may be done through ECTL
4. Electronic teaching in the class and on-line
5. End of each semester debriefing at the Beer Gardens to look at what worked, what did not
TOPICS FOR ECTL SEMINARS

Each new faculty member should attend at least one ECTL seminar per semester. The departmental rules requiring attendance vary so check with the department head. The seminar lists will vary annually. Provided below is a list of sample presentations.

1. Maintaining High Expectations
2. Developing rubrics
3. The Tables Turned: When the evaluator is evaluated
4. Balancing Institutional Goals and Career Goals

ECTL ONLINE RESOURCES

From the ECTL website: “The ECTL is pleased to introduce this online teaching series developed by the Ontario Institute for Studies in Education (OISE) at the University of Toronto to further enhance the development and understanding of the principles of pedagogy.

Whether you are situated off-campus, unable to attend our face-to-face sessions or simply looking for ideas to further develop your teaching skills, you will find a myriad of ideas and suggestions here. And, importantly, by providing online material, we ensure that you can obtain pedagogical information and training at times and pacing that are convenient for you.”

Visit ECTL: http://www.uwyo.edu/ctl/faculty-development-modules/index.html

OTHER USEFUL RESOURCES


ALL FACULTY TOPICS FOR BROWN BAG LUNCHES

The following topics were judged to be useful to the faculty at large and can be included in the new faculty brown bag series as well.

1. Developing interactive classroom communication (written and oral)
2. Uses of computing tools (both student work and the unfortunate reliance on PowerPoint by many faculty)
3. Clickers and other electronic tools